

Job Opportunity Bulletin

Post Date: April 30, 2015

STAFF SERVICES MANAGER III

Salary \$6,915 - \$7,852
Permanent, Full-Time

FINAL FILING DATE: **UNTIL FILLED**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

The Department of Developmental Services' (DDS) Administration Division, Fiscal Forecasting Branch in the Estimates Section is currently seeking a Staff Services Manager III (SSM III) to work in a fast-paced environment. If you are interested in Estimates and enjoy challenging assignments, we have an opportunity for you.

The SSM III is responsible for preparing and estimating the costs of the Community Services program, which provides services and supports to over 240,000 individuals with developmental disabilities under contracts with 21 regional centers located throughout California.

For complete duties, please see the duty statement on next page.

Please refer to:
Position #: 473-147-4802-004

Mail your application to:
Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened
and only the most qualified will
be interviewed.

DESIRED KNOWLEDGE AND ABILITIES:

- * Strong Budget/Fiscal experience.
- * Knowledge of the principles and business administration practices, and trends of the state budget process.
- * Knowledge and experience with the principles and practices of employee supervision, development, and training.
- * Ability to consult and advise administrators to provide information and/or recommendations on issues impacting DDS.
- * Ability to lead effectively utilizing interdisciplinary teams to accomplish DDS mission.
- * Strong verbal and written communication skills.
- * Strong analytical skills.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets. If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) and Statement of Qualifications (SOQ) (1page). Résumés DO NOT take the place of the SOQ.

All applicants will be considered however, SROA/Surplus will be given priority. Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-147-4802-004 on your application. Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: linda.newson@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FISCAL FORECASTING BRANCH
ESTIMATES SECTION**

DUTY STATEMENT

JOB TITLE: Staff Services Manager III**POSITION #: 473-147-4802-004**

POSITION DESCRIPTION: Under the direction of the Manager, Fiscal Forecasting Branch, the SSM III is responsible for administering all the activities of the Estimates Section.

SUPERVISION EXERCISED: Reports to the Manager, Fiscal Forecasting Branch (CEA I).

SUPERVISION RECEIVED: Supervises six full time professionals (two Research Program Specialist II and four Research Analysts).

Essential Job Functions:

- 60%** Responsible on a day-to-day basis for overseeing the preparation of the Department's regional center caseload and expenditure estimates, which includes estimating the \$3 Billion statewide regional center budget bi-annually and the impact of program changes, legislation, and any other proposal having fiscal impact upon the regional centers. This entails the development, initiation and review of a variety of sophisticated mathematical procedures.
- 20%** Provides consultation to departmental management on a wide range of complex issues related to the Department's estimates (e.g., methodology, data sources, and critical assumptions).
- 15%** Communicates with regional center staff, the Department of Finance, the Legislative Analyst's Office, other legislative staff, and legislative advocates in matters regarding the Department's estimates (e.g., responding to technical or highly sensitive questions and defending estimates). Also, the SSM III will be available to testify before legislative committees to provide technical information on the Department's caseload/expenditure estimates.
- 5%** Consults with university-level instructors in determining impact and in reporting and defending methodology and estimated caseload and fiscal impact.

Marginal Job Functions:

N/A

JOB TITLE: Staff Services Manager III

POSITION #: 473-147-4802-004

WORKING CONDITIONS:

Work in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment. Office space is open and can be noisy; work in a high-pressured, fast-paced environment under time critical deadlines. Work long hours, must be flexible to work days/nights, weekends, and during peak periods of October, November, and April; and may be required to work overtime on an average of 30 hours per month.

DESIRABLE QUALIFICATIONS:

- Change leadership – Ability to manage, lead and enable the process of change and transition while helping others deal with their effects.
- Communication – Ability to listen to others and communicate in an effective manner.
- Conflict Management – Ability to prevent, manage and /or resolve conflict.
- Customer Focus – Ability to identify and respond to current and future client needs, provide excellent service to internal and external clients.
- Staff Development – Willingness to promote teamwork, delegate responsibility, work with others cooperatively, coach and mentor staff to develop skills and maximize their performance and capabilities.
- Fostering Diversity – Ability to promote equal and fair treatment and opportunity for all.
- Interpersonal Skills – Ability to get along with others, to interact positively with peers and co-workers, demonstrate a degree and style of understanding and relating to others.

CERTIFICATION OR LICENSE: N/A